# PERSONAL SERVICE CONTRACT

|   | Contract No.   |
|---|--|
|   |  |
| Subject to the conditions stated on the back h  | nereof, the(Agency)  |
|   | . hereby contract for the persona  |
| and(hereinafter referred to as the Contractor)  |  |
| services of the Contractor as follows:  |  |
| services of the contractor as to the  |  |
| a. Type of Service: Consultant  | Expert   |
| b. Type of Employment: Intermittent   | t Temporary  |
| c. Duration of contract: From   | to   |
| d. Rate of Compensation: \$   | Per diem, WAE (for actual hours work   |
| e. Estimated total cost: \$   |  |
| 1 <del></del>   | civilian employee of the United State  |
| is lis not a retired  | officer of the Armed Services of the   |
| United States.  |  |
| b pata of appointment affidavits  | •  |
| i. Nature of personal services to be rendere  |  |
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|   |  |
|   |  |
| The Contractor agrees to perform the foregoin   | ng personal services in an efficient   |
| The Contractor agrees to perform the foregoing manner and to the best of his ability.   |  |
| manner and to the best of his ability.  Contract  | ng personal services in an efficient   |
| manner and to the best of his aprilip.  | or   |
| Dated at - Washington, D. C.  Address   | or   |
| Dated at - Washington, D. C.  Address   | or   |
| Dated at - Washington, D. C.  Address   | or   |
| Dated at - Washington, D. C.  Address   | or   |
| Dated at - Washington, D. C.  this day of 19  Personne  | or   |
| Dated at - Washington, D. C.  this day of 19  Personne  JUSTIFICATION FOR FOREG   | O OFFICER  |
| Dated at - Washington, D. C.  this day of 19  Personne  JUSTIFICATION FOR FOREG  (1) The services described in the foregoing  | O OFFICER  |
| Dated at - Washington, D. C.  this day of 19  Personne  JUSTIFICATION FOR FOREG   | O OFFICER  |
| Dated at - Washington, D. C.  this day of 19  Personne  JUSTIFICATION FOR FOREG  ing reasons:   | Or   |
| Dated at - Washington, D. C.  this day of 19  Personne  JUSTIFICATION FOR FOREG  (1) The services described in the foregoing ing reasons:   | Or   |
| Dated at - Washington, D. C.  this day of 19  Personne  JUSTIFICATION FOR FOREG  (1) The services described in the foregoing ing reasons:  (2) The services required are not within the (3) The work to be performed may be in additionally add | Or   |
| Dated at - Washington, D. C.  this day of 19  Personne  JUSTIFICATION FOR FOREG  (1) The services described in the foregoing ing reasons:  (2) The services required are not within the duties of any other employee.   | or   |
| Dated at - Washington, D. C.  this day of 19  Personne  JUSTIFICATION FOR FOREG  (1) The services described in the foregoing ing reasons:  (2) The services required are not within the duties of any other employee.   | or   |
| Dated at - Washington, D. C.  this day of 19  Personne  JUSTIFICATION FOR FOREG  (1) The services described in the foregoing ing reasons:  (2) The services required are not within the duties of any other employee.   | Or   |
| Dated at - Washington, D. C.  this day of 19  Personne  JUSTIFICATION FOR FOREG  (1) The services described in the foregoing ing reasons:  (2) The services required are not within the (3) The work to be performed may be in addiduties of any other employee.  DEFICE, DIVISION AND SECTION PRELIMINARY SECUR  | Or   |
| Dated at - Washington, D. C.  this day of 19  Personne  JUSTIFICATION FOR FOREG  (1) The services described in the foregoing ing reasons:  (2) The services required are not within the duties of any other employee.   | OING CONTRACT  C |

## 1. DEFINITIONS

The Contractor shall be designated as either a consultant or an expert. The employment shall be classified as intermittent or temporary. Definitions are as follows:

- a. A <u>consultant</u> is an employee serving the Government in an advisory capacity only, as distinguished from one who performs the statutory duties and responsibilities of the employing Agency. Consultants are precluded from assuming any administrative or supervisory responsibilities.
- b. An expert is an employee performing duties requiring the services of a person exceptionally qualified by education and experience in a particular line to perform a service particularly required to accomplish the statutory purposes of the employing Agency, and who is not, generally obtainable under Civil Service Laws and Regulations. Experts may exercise administrative and supervisory functions.
- c. An <u>intermittent</u> employee performs services for short, irregular periods, none of which extends for a full calender month.
- d. A temporary employee serves for a definite period of time not exceeding one year. Temporary employees serve continuously during the period for which appointed.

#### 2. PAYMENT

- a. Payment of compensation at the rate specified less any deductions required by law will be made on bi-weekly payrolls supported by Time and Attendance Reports (S.F. 1130) showing the actual hours of service rendered for each day, signed and approved by the official to whom the contract employee is responsible.
- b. An intermittent consultant or expert will be paid only for days when actually employed, and will not be entitled to overtime or night differential payments. When work is performed on holidays or non-work days, only the regular daily rate will be allowed.

## 3. TRAVEL REIMBURSEMENT

- a. Only an intermittent employee is entitled to reimbursement, in accordance with Government Travel Regulations, for transportation between residence or place of business and official headquarters, and to maximum of \$6.00 per diem in lieu of subsistence for each day, including Saturdays, Sundays and holidays, while away from residence or place of business on official duty.
- b. An intermittent or temporary consultant or expert, on authorized government business, away from the official station is in a travel status and will be reimbursed for transportation expenses in accordance with Government Travel Regulations and will receive a maximum of \$6.00 per diem in lieu of subsistence.

#### 4. LEAVE

A consultant or expert will not accrue annual or sick leave under this contract.

#### 5. SECURITY

This contract shall not be effective until such time as satisfactory preliminary security clearance is obtained and noted on the face hereof.

### 6. TERMINATION

This contract may be terminated at any time during the period of its duration, (1) by mutual consent of the Personnel Officer and of the Contractor, (2) by the Personnel Officer, upon not less than seven days' written notice by him to the Contractor, or (3) by the Contractor, upon not less than seven days' written notice by him to the Personnel Officer.

## 7. PREPARATION AND DISTRIBUTION

This contract will be prepared in six copies, all of which will be signed and distributed as follows: Original to Payroll Office for General Accounting Office, two copies for the Personnel Office, one copy each for the Budget Office, the Administrative Office and the Contractor.

# PERSONAL SERVICE CONTRACT

|          | en grand paper to the second   | * 1 to 1 t   | Contract No.   |
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| . Sub    | ject to the conditions   | stated on the back he  | reof, the  |
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| and      |  |  | _, hereby contract for the personal  |
| 1 4      | (hereinafter referred to   | as the Contractor,   | the second of th |
| serv     | vices of the Contractor  | as follows:  | and the second of the second o |
|          |  |  |  |
| a.       | Type of Service:   | Consultant   | Expert   |
| b.       | Type of Employment:  | Intermittent   | Temporary  |
| С.       | Duration of contract:  | From   | to   |
| d.       | Rate of Compensation:  | \$   | Per day of service   |
| •        | •  |  | Per diem, WAE (for actual hours worked)  |
| е.       | Estimated total cost:  | <b>. .</b>   |  |
| f.       | Contractor is  | is not a retired ci  | vilian employee of the United States.  |
| g•       | Contractor is  |  | ficer of the Armed Services of the   |
| 9•       | United States.   |  |  |
| ٠ ـ      | Date of appointment at   | fidavits   |  |
| h.<br>i. | Nature of personal ser   |  |  |
| ١.       | wature of personal ser   | vices to be rendered.  | and the second s |
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|          | ner and to the best of ed at - Washington, D.  | Contractor_  |  |
| Dai      | eu at - washington, b.   | Address  | er in the state of |
| thi      | sday of  | 19   |  |
|          | s day 01   | Personnel 0  | fficer_ <u></u>  |
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| (1)      |  |  | ntract are essential for the follow-   |
|          | ing reasons:   | gradient de la company de la c |  |
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|          |  |  |  |
| (2)      | The services require   | d are not within the c   | apacity of the present force.  |
| (3)      | The work to be perfo   | rmed may be in additio   | n to but not a duplication of the  |
|          | duties of any other  | employee.  |  |
| OFFICE.  | DIVISION AND SECTION   | PRELIMINARY SECURITY B   | SECURITY CLEARANCE GRANTED   |
| 3.,.02,  |  |  | (DATE)   |
|          | ,  |  |  |
| DECUMPER | IDING OFFICER  | BUDGET APPROVAL BY   | DATE   |
| RECUMBER |  |  |  |
|          | Approved For   | ' Keljease 2001/08/15 : CIA  | -RDP57-00384R000500070002-0  |
|          |  | l  |  |

#### 1. DEFINITIONS

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- d. A <u>temporary</u> employee serves for a definite period of time not exceeding one year. Temporary employees serve continuously during the period for which appointed.

#### 2. PAYMENT

- a. Payment of compensation at the rate specified less any deductions required by law will be made on bi-weekly payrolls supported by Time and Attendance Reports (S.F. 1130) showing the actual hours of service rendered for each day, signed and approved by the official to whom the contract employee is responsible.
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  for each day, including Saturdays, Sundays and
  holidays, while away from residence or place of
  business on official duty, in accordance with applicable law and regulations.
- b. An intermittent or temporary consultant or expert, on authorized government business, away from the official station is in a travel status and will be reimbursed for transportation expenses in accordance with Government Travel Regulations and will receive a per diem allowance in lieu of subsistence in accordance with applicable law and Regulations.

#### 4. LEAVE

A consultant or expert may accrue annual and sick leave under this contract in accordance with applicable Civil Service Laws and Regulations.

#### 5. SECURITY

This contract shall not be effective until such time as satisfactory preliminary security clearance is obtained and noted on the face hereof.

#### 6. TERMINATION

This Contract may be terminated at any time during the period of its duration, (1) by mutual consent of the Personnel Officer and of the Contractor, (2) by the Personnel Officer, upon not less than seven days' written notice by him to the Contractor, or (3) by the Contractor, upon not less than seven days' written notice by him to the Personnel Officer.

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|  |                                 | Contract No.                      |            |
|--|---------------------------------|-----------------------------------|------------|
|  | tated on the back here          | of the                            |            |
| . Subject to the conditions                        | stated on the back here         | (Agency)                          |            |
| and  |                                 | hereby contract for the personal  |            |
| and(hereinafter referred t                         | o as the Contractor)            |                                   |            |
| services of the Contractor                         | as follows:                     |                                   |            |
| ·  | J                               | [ Synort                          |            |
| a. Tvpe of Service:                                | Consultant                      | Expert Temporary                  |            |
| b. Type of Employment:                             | Intermittent                    |                                   |            |
| c. Duration of contract:  d. Rate of Compensation: | rom                             | Per day of service                |            |
|  |                                 | Per diem, WAE (101 actual hours " | orked)<br> |
|  | lia not a retired civi          | lian employee of the United State | es.        |
| g. Contractor is                                   | ] is not a retired offi         | cer of the Armed Services of the  |            |
| United States.                                     |                                 |                                   |            |
| h. Date of no strike affid                         | avit                            | <b>:</b>                          |            |
| i. Date of Oath of Office_                         | l la la sadamada                | •                                 |            |
| j. Nature of personal serv                         | ices to be rendered:            |                                   |            |
|  | •                               |                                   |            |
|  |                                 |                                   |            |
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|  |                                 |                                   |            |
|  |                                 |                                   |            |
|  |                                 |                                   |            |
| ner and to the best of his                         | Contractor                      |                                   |            |
| this day of  | 4.0                             |                                   |            |
| thisday or   | Personnel Offic                 | cer                               | -          |
|  |                                 |                                   |            |
|  |                                 |                                   |            |
|  | TIFICATION FOR FOREGOIN         | G CONTRACT                        | é          |
|  |                                 |                                   |            |
| (1) The services descrit<br>ing reasons:           | pe <b>d in</b> the foregoing co | ntract are essential for the fol  | low-       |
|  |                                 | •                                 |            |
| (a) The services require                           | ed are not within the (         | capacity of the present force.    |            |
| (3) The work to be perfo                           | ormed may be in addition        | on to but not a duplication of th | ı e        |
| duties of any other                                | employee.                       | ·                                 |            |
| OFFICE, DIVISION AND SECTION                       | PRELIMINARY SECURITY BY         | SECURITY CLEARANCE GRANTED        |            |
|  |                                 |                                   |            |
|  | CONSET ADDROVAL BY              | DATE                              |            |
| RECOMMENDING OFFICER                               | BUDGET APPROVAL BY              |                                   |            |
| Annroyed For                                       | Release 2001/08/15 · CIA-E      | RDP57-00384R000500070002-0        |            |
|  |                                 |                                   |            |

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- c. An <u>intermittent</u> employee performs services for short, irregular periods, none of which extends for a full calendar month. Should an intermittent employee serve continuously for a period in excess of one month, he becomes a temporary employee.
- d. A <u>temporary</u> employee serves for a definite period of time not exceeding one year. Temporary employees serve full time during the period for which appointed.

#### 2. PAYMENT

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- b. An intermittent or temporar, consultant or expert; on authorized government business, away from the official station is in a travel status and will be reimbursed for transportation expenses in accordance with Government Travel Regulations and will receive a maximum of \$6.00 per diem in lieu of subsistence.

#### 4. LEAVE

- a. A consultant or expert who serves continuously for a period in excess of one month will fall into the temporary category and will accrue annual and sick leave in accordance with the leave regulations applicable to all temporary-limited employees. Leave privileges will be determined by the actual conditions and circumstances under which service is rendered.
- b. A consultant or expert who fall sinto the intermittent category will not accrue annual or sick leave.
- c. A consultant or expert serving under an intermittent contract who works a sufficient number of consecutive days to be entitled to accrue leave will automatically become a temporary employee and a new contract will be executed on that basis.

#### 5. SECURITY

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### 6. TERMINATION

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